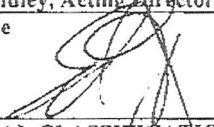
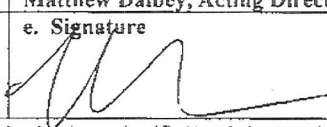


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER NA00310-001	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>Grade - Eval</i> <i>EPS PCS, 65-0028 (03/1995) + Policy Analysis Guide (03/1981)</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation <i>Environmental Protection Specialist</i>		<i>GS</i>	<i>0028</i>	<i>15</i>	<i>001</i>
4. Supervisor's Recommendation ENVIRONMENTAL PROTECTION SPECIALIST		GS	0028	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE CATHERINE ALLEN			
7. ORGANIZATION (Give complete organizational breakdown)		c. FEDERAL AND STATE DIVISION			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. OFFICE OF POLICY		h. Employing Office Location			
d. OFFICE OF SUSTAINABLE COMMUNITIES		i. Organization Code 18082000 / <i>AACA 0000</i>			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisors Edward Fendley, Acting Director, OSC, FSD		d. Typed Name and Title of Second-Level Matthew Dalbey, Acting Director, OSC, IO			
b. Signature 		c. Date 8-20-14	e. Signature 		f. Date 8-21-14
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 12					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 1043		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( <i>25</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature <i>Michelle J Brosseau</i>	
				j. Date 11/05/14	
11. REMARKS:					

OSC-2014-035

**OFFICE OF SUSTAINABLE COMMUNITIES  
ENVIRONMENTAL PROTECTION SPECIALIST  
GS-0028-15**

**INTRODUCTION**

This position is located in the Federal and State Division (FSD), Office of Sustainable Communities (OSC), within the Office of Policy (OP), Office of the Administrator. The incumbent serves as an Environmental Protection Specialist and reports to the FSD Division Director.

The OSC provides a comprehensive strategy for promoting smarter growth and green building to help create more environmentally sustainable communities. FSD works with federal agencies, including other parts of EPA, and state governments to develop/recommend policies, regulations, standards, guidelines, spending priorities, and provides technical assistance on legislative proposals that support smart growth, green building, and sustainable development at the local level. This work addresses the Agency's priorities for cleaner water and air, brownfield cleanup and redevelopment, and support for communities that seek assistance in managing their growth and development. It also substantially furthers environmental justice objectives.

**MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent serves as a national expert and policy analyst in the areas of brownfield redevelopment/land revitalization and disaster recovery/resiliency as pertaining to smart growth, green building, and sustainable communities. Provides comprehensive, balanced information and analysis to all sides of policy issues and is responsible for administering and resolving complex program and project issues that require significant expertise related to smart growth, green building, and sustainable communities. Problems are highly complex and solutions must address socio-economic concerns and technical issues, as well as environmental and public health outcomes. The incumbent may provide oversight of other staff members involved in various aspects of FSD work.

Conducts research and policy analysis and contributes to the development of innovative tools, research, and publications which strengthen and expand EPA and other federal, state, regional, local and tribal policies, programs, outreach, and other efforts that promote sustainable and livable communities. Conceives, plans, and conducts policy studies dealing with national issues related to smart growth, green building and sustainable communities. The incumbent exercises considerable judgment in interpreting and providing analyses on controversial and nationally important subjects. Critically reviews and evaluates or personally performs analysis of significant issues where few precedents are available for defining issues. Analyses have a significant influence in proposing major changes in regulation and legislation related to smart growth, green building and sustainable communities.

Leads FSD efforts to collaborate with federal and local agency partners to ensure successful implementation of work related to mitigation planning, recovery, and integration of sustainable community approaches with other federal agencies, including FEMA. Lead FSD efforts to support sustainable communities and smart growth as pertaining to brownfields (e.g., area wide planning grants in the context of the Partnership for Sustainable Communities). Incumbent will provide strategic assistance to communities, states, and other development stakeholders to identify barriers and innovative solutions that lead to examples of sustainable and livable development at the building, community and regional scales.

Plans, conducts, and coordinates comprehensive policy studies involving the assessment of sustainable community approaches. The analyses and options developed provide agency policy makers with authoritative technical information on which to base decisions affecting sustainable communities. Develops proposals on state, local technical assistance projects with FEMA, including mitigation planning and recovery that support the long term goal of using Federal programs that lead to resilient, sustainable, and livable communities, and that ultimately improve outcomes related to EPA's strategic plan.

Confer with key officials within EPA, as well as a wide range of officials at other federal and local agencies, to determine cross-program requirements, and to develop solutions to complex smart growth, green building, and sustainable community issues acceptable to all parties and interests involved. Duties include representing and negotiating on behalf of EPA policymakers in interagency working groups and recommending policy options to EPA decision-makers.

Leads efforts to collaborate and coordinate with colleagues in OSC, and with others in EPA HQ Offices, and regional offices, other federal agencies, state and local governments, national/regional development standard-setters, and others to achieve stronger regulatory, programmatic, or financing support for sustainable and livable communities.

Provides advice and counsel to the FSD Division Director on controversial, precedent-setting situations. Incumbent is expected to evaluate divergent professional opinions affecting significant environmental policy issues, particularly related to brownfield redevelopment/land revitalization and disaster resiliency/recovery aspects of smart growth, green building, and sustainable communities, and define feasible options, including the consequences of their adoption. The incumbent is expected to be original and creative in seeking solutions lacking precedent. Provides guidance and policy interpretation to enable the FSD Division Director to make informed decisions and take appropriate action.

Incumbent applies an in-depth and broad knowledge of program practices, procedures, and precedents and uses a high level of professional judgment in determining practicality, appropriateness and acceptability of program guidelines. Expertise required includes requires a comprehensive knowledge of policy development and substantive law affecting the sustainable communities program. Facilitates program activities in smart growth and green building areas to expedite Agency attention to administrative policy and implementation problems.

Plans, directs and/or conducts technical and policy studies of a very broad scope, in order to interpret national, technical, environmental, and/or economic data and emerging trends on smart growth, green building, and sustainability; provides objective analysis of this data; and provides authoritative counsel and recommendation to the FSD Division Director.

Prepares for and briefs top-level officials on highly sensitive matters. Acts to ensure that particular policies, viewpoints, requirements, and concerns are clearly understood, and that conflicting views or controversial issues are resolved or synthesized. Maintains continuous awareness of standards, guidelines, and practices that support more sustainable community development for protecting public health and the environment.

When assigned, represents the FSD Division Director in meetings or conferences with program administrators, federal, state or local government agencies, Congress, White house staff, business and citizen groups, or other organizations or entities. Provides information and advice concerning Agency activities and programs and interprets existing and proposed plans and programs. Stimulates interests, elicits support, works out agreements at all levels, and advises the FSD Division Director on what courses of action should be taken.

## **FACTOR 1 - KNOWLEDGE REQUIRED BY POSITION** **Level 1-8, 1550 Points**

Mastery of smart growth, green building, and sustainable development program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems that are not susceptible to treatment by accepted methods. Expert knowledge of federal, state, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs related to smart growth, green building, and sustainable development. Comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency smart growth, green building, and sustainable development programs. Mastery of a range of smart growth, green building, and sustainable development areas is sufficient to originate concepts and effect new developments applicable to emerging functions of national magnitude and with long-term purposes. Typically, this position is recognized as a national expert in smart growth, green building, and sustainable development.

## **FACTOR 2 - SUPERVISORY CONTROLS** **Level 2-5, 650 Points**

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in a program or functional area, the incumbent has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work independently. The incumbent typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

**FACTOR 3 - GUIDELINES****Level 3-5, 650 Points**

Guidelines consist of broadly stated/nonspecific policy statement, statutes, court decisions, etc. that require extensive interpretation. The incumbent uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and smart growth and sustainable development guidance for use by others within or outside the employing agency: (e.g., technical experts, line managers, or contractors in other offices or agencies, State and local governments, or private industry). Review proposed legislation or regulations that would significantly change the basic character of agency programs or the way it conducts its business with other agencies or with the public or private industry. Develop major program guidance for use by others at subordinate echelons in the organization. At this level, the incumbent is recognized as an authority in the development and/or interpretation of guidance on environmental planning and administration in one or more national programs or functional areas (e.g., disaster resilience, chemical emergency preparedness, etc).

**FACTOR 4 – COMPLEXITY LEVEL****Level 4-6, 450 Points**

The work calls for application of the broad functions and processes to public policy issues in brownfields, smart growth, green building and sustainable communities. The issues are often characterized by unusual demands due to extraordinary public interest considerations. The analyst evaluates and interprets policies and projects, develops a range of alternatives for the solution of policy problems.

**FACTOR 5 - SCOPE AND EFFECT****Level 5-6, 450 Points**

The purpose of the work is to plan, develop, and execute major environmental programs, projects, or activities and plan and conduct analyses of the public policies for these programs that are of national interest for the agency and national scope and significance. The work performed by the analyst provides the policy makers with authoritative information and analyses and provides a basis for decisions affecting major current and long-range policies and proposals that affect the activities and operations of the agency. Serve as an authoritative source to top-level managers within the organization or to a broad consortium of experts and special interest groups who are seeking critical evaluations on smart growth, green building, and sustainable development problems that require long-range solutions.

Actions and recommendations affect broad agency policies, programs, and legislative Proposals, or have an equivalent effect on other environmentally oriented agency organizations on a continuing basis.

**FACTOR 6 – PERSONAL CONTACTS****Level 6-4, 110 Points**

Personal contacts are with officials at the policy making level and their senior staff, e.g., executive level appointees and their senior staff, Members of Congress and their senior staff, with senior staff of congressional committees, with high-level policy analysis and program staff in other agencies, with high ranking state and local officials, and with individuals of recognized professional standing in academic, research, professional, and national and international public interest and trade organizations. Contacts are often characterized by their unstructured settings, by the presence and participation of policy making support staff, by the flexibility of

approach and breadth of subject matter, and by the need to establish during the contact the role and authority of the participants.

**FACTOR 7 – PURPOSE OF CONTACTS**

**Level 7-4, 220 Points**

The purpose of contacts at this level is to present information and balanced analyses of recognized professional competence on complex public policy questions to policy makers; to participate in conferences, meetings, or presentations involving problems or public policy issues that have great sensitivity of national consequence or importance; to negotiate with policy makers on the type, nature, and timing of policy analysis assistance; and to confer with and advise policy makers and their staffs on legislative approaches to national issues.

**FACTOR 8 – PHYSICAL DEMANDS**

**Level 8-1, 5 Points**

The work is sedentary, usually accomplished while comfortably seated at a desk or table. Some walking and traveling to meetings and conferences away from the work site is also required. Light objects such as briefcase, notebooks, work papers, and data printouts are typically carried. Lifting of heavy items is generally not required. No special physical effort is required to perform the work.

**FACTOR 9 – WORK ENVIRONMENT**

**Level 9-1, 5 Points**

The work environment includes the array of risks and discomforts normally found in offices, conferences, libraries, and similar settings in public buildings. Work is usually performed in an adequately lighted, heated, and ventilated office setting.

**TOTAL: 4,090 Points**

**GS-15 Point range: 4055 and up**




## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Catherine Allen</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>NA00310-001</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-0028-15</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OA, OP, OSC, FSD</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature 	Date <u>8-20-14</u>
Personnel Specialist's Signature <u>Michelle J. Bosser</u>	Date <u>11/05/14</u>

### Part 1. Contracts Management Duties

#### Pre-award:

- ☒ Plans Procurements
- ☒ Estimates Costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☒ Processes unsolicited proposals
- ☒ Responds to pre-award inquiries
- ☒ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☒ Participates in debriefing/protests
- ☐ Other (list) \_\_\_\_\_

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests of ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) \_\_\_\_\_

#### Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☒ Closes-out payments
- ☒ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) \_\_\_\_\_

#### Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

#### Percentage of Time Spent on Contracts Management

15 %

Continued

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list) Discusses content to be included in RFP

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list): Provides oversight to OPEI POs

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list): Provides oversight to OPEI POs

### Percentage of Time Spent on Grants/Cooperative Agreements Management

\_\_\_\_\_ %

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and Budget
- ☐ Prepares funding package and obtains necessary Concurrences
- ☐ Other (list): Provides oversight and assistance to OPEI Staff

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical Performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list): Provides oversight to OPEI POs

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list): Provides oversight and assistance to OPEI Staff

### Percentage of Time Spent on Interagency Agreements Management:

\_\_\_\_\_ %